

Berlin



Maker Manual

In order to ensure a smooth progress of the Maker Faire Berlin (10th of June – 11th of June 2017), we have established an overview for you of the most important issues with respect to logistics, timetable and contact persons in form of this manual. This manual will also provide you with information regarding various regulations, provisions and directions which have to be observed in the course of the event and which are designed to ensure the success of a pleasant and particularly safe event for the exhibitors as well as the visitors.

For this reason, we would like to ask you to read the Maker Manual carefully.

We are looking forward to a great event!

Your Maker Faire Team

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2. Important issues

- Setup on Friday 10am – 8pm. Please consider the time for driveway (and deposit) and for unloading. Saturday and Sunday event 10am – 18pm. Dismounting on Sunday 6pm to midnight.
- Please inform friends and relatives (as well as customers) that you will exhibit at the Maker Faire Berlin 2017 - invite them to participate and present them a special discount ticket for only 9,- EUR instead of 15,- EUR. Therefore there is this code for the online shop: **NLJRZC**. You will receive some flyers, stickers and two posters in a couple of days. If not, please contact us. You are also welcome to use our logo for your website. It is available to download at www.maker-faire.de/berlin/mitmachen/logos.
- Unless you have already done so, please also register for our free e-mail newsletter and like our Facebook site (Maker Faire Deutschland) to keep up to date. You can join our group on Facebook and network with other makers („Maker Faire Berlin Community“).
- Delivery and pickup is only possible with some restrictions because there is not much space. Therefore we have to put you in 30 minutes time-slots. Please send us your favorite arrival time, your name and your booth number till **20th May 2017**. We will try to consider your wish but we can't guarantee it. You have to **dispose 100€** at the entrance gate. In the next days you will receive the **setting-up pass via mail**. Without your pass you can't get on the faire ground. If you arrive with a truck, please let us know as soon as possible.
- You will receive your exhibitor passes at the venue at the exhibitor registration. These passes are absolutely essential to get onto the faire ground on setup day, dismounting day and during the event.
- Please observe the technical directives of Station Berlin at all times. They are mandatory!
- We do not erect booths. There are also no partitions!
- Registered Makers with retail sales and sponsors may sell their products at the booths.
- The distribution of advertising material outside of the own floor space is not permitted.
- A commercial offer at the booths of the private Makers is not admissible.

- Sub-exhibitors have to be registered.
- Food/beverage: We will provide a catering for exhibitors at the end of hall 1. There you can purchase food and drink less expensive. Also there will be a water- and coffee dispenser for free taking.

3. Registration, times

Please register in the foyer in front of Hall 1 upon your arrival. (see plan enclosed) This is where you will be issued with:

- **Your exhibitor passes**
- **A Welcome bag**
- **The WIFI password**

Setup

Friday, 9th June 2017:

10:00am to 8:00pm

Saturday, 10th June 2017

08:00am to 09:30am (not possible with a car)

Dismounting

Sunday, 11th June 2017:

06:00pm to midnight (driveway on the courtyard starting 6:30pm)

Opening hours Maker Faire

Saturday and Sunday, 10th & 11th June 2017:

10:00am to 06:00 pm

Opening hours for exhibitors

Saturday, 10th June 2017:

08:00am to 07:00pm

Sunday, 11th June 2017:

09:00am to midnight

Get-together

Saturday, 10th June 2017, start at 07:30pm

With fingerfood and beverages

Location: HappyLab, Demminer Straße 3, 13355 Berlin

U-Bahn (subway): Voltastraße (U8)

Getting there: Enter U-Bahn station Gleisdreieck, situated right next to the venue. Take the U1 (direction Warschauer Straße) and change at Kottbusser Tor for U8 (direction Wittenau).

4. Information regarding setup

Hall plan / booth number

In addition to this manual, you receive the hall plan of Maker Faire as well as your booth number.

Floor space

The size of your booths is based on the booked packages. However, slight deviations are possible. You will not be charged for any additional m²! This concerns Makers with retail sales as well as our sponsors. Naturally, we have tried to consider your requests with respect to the position to the greatest possible extent. However, we have ultimately distributed the booths according to the available space. A claim to a specific location is excluded!

Booth shapes

Row booth (one side open)

Corner booth (two sides open)

Head booth (three sides open)

Block booth (four sides open)

Booth design

Maker Faire is not a typical exhibition or conference, but a happening of play, fun, exciting presentations, experimental show, participation stations and exhibitions. The setup is kept very friendly and simple. So is the design. We ask you to design the "look & feel" of your booth yourself! Think about how you want to present your new project and your booth. What is the booth supposed to look like? Depending on the booked package, we provide you with standard tables and chairs. You will also receive a "Meet the Makers" sign for your booth which briefly introduces your project. Please attach it to your booth for the duration of the event. But how about special lighting? Are further signs, displays, flyers etc. supposed to explain the function or the structure of your project? Please remember also to lay out business cards or other things for interested visitors to take with them.

Booth setup

Please remember to bring equipment / materials such as adhesive tape, scissors, extension cord, multiple socket if required and all materials and/or equipment you need for your booth (set-up) as well as the functioning of your project. You are solely responsible for the setup and subsequent dismantling of the booth.

Please note also that it is prohibited at Station Berlin to stick posters etc. to the walls of the hall as well as the pillars. You are responsible for any damages.

Tables and chairs

Tables (1x 160x70cm, if applicable any other will be 140x70cm) and chairs are provided by us (according to the booked package, your specifications made at your registration) free of charge. Please consider that the tables and chairs are rented and may thus not be damaged. There is NO other tables and chairs disposable. Any damage due to improper use will be charged to you.

Partition walls / booth construction

We do not erect booths. There are also no partitions!
If you require professional booth set-up, please don't hesitate to ask. We will recommend a booth builder.

GEMA

If you use music at your booth, please consider any applying GEMA fees. You are responsible for these. In any event, you are also obligated to register this directly with GEMA.

5. Security

The use of grinding, welding and cutting machines is not permitted in the external sector due to safety reasons. This also applies for works associated with open flames and flying sparks (except on the courtyard upon consultation).

Soldering in the halls is possible.

Please ensure particularly sufficient work safety during your participation actions. Particularly children should be protected.

If your project harbours any safety risks, please inform us in advance and, ideally, simultaneously submit a fire protection and/or safety schedule: info@maker-faire.de

6. Approach and deliveries

Information regarding arrival and accommodation options is available at our website www.maker-faire.de/berlin

Address

Station Berlin

Luckenwalder Str.4-6

10963 Berlin

Station Berlin: + 49 (0) 30 62 90 85 68

Maker Faire Organization office: + 49(0) 511 53 52 839

For deliveries of exhibition product by mail or courier, please note the name of the event "Maker Faire", your company name or project name and - very importantly - also your booth number, as the delivery cannot be allocated on site. However, please ensure that someone from your team is on site to accept the delivery. We do not accept parcels!

This also applies for any pick-ups. Please forward your deliveries personally to the post office or the forwarding agent. For safety reasons, please do not leave anything unattended.

If you need assistance for deliveries or pick-ups (platform trolley, forklift), please contact us in advance and we shall try to help you.

To get access to the faire ground on setup day and dismantling day you absolutely essential need your exhibitor passes and 100€ deposit. You will get the money back by leaving the faire ground within 30 minutes. If you are late you might not get your money back. Be on time in your assigned time slot!

You can park your car in the car park nearby. It is open 24/7. Daily rate is 10€. Entrance height is max. 2,10 meters. Alternative you can park in public areas, especially if you have higher cars.

7. Waste disposal and cleaning

We will clean the hall before, during and after the event. However, you are responsible for your booth. Prior to the start of the event, we ask you to clean your booth from the waste generated during the setup. On Sunday evening, the booth has to be left the way you have found it. Only the tables and chairs provided by us should be left. Also here, we ask you to wipe them down, if necessary.

8. First aid service

A first aid team will be on site during the entire event. In case of emergency, you are also welcome to dial our hotline (+49-511/5352-839) and we shall inform the first aid team. In such a case, please keep your booth number handy.

9. Guarding

Security personnel will be on site during the nights from Friday to Sunday. These shall watch over the faire ground, however not necessarily the individual booths. Accordingly, we recommend procuring your own insurance. During the day, please watch your booth and particularly your valuables. We are not liable for either.

10. Catering

We are working with one catering company which provides all food and beverage offers at the Maker Faire Berlin. We negotiated a special deal for all makers at the end of hall 1. There you can purchase food and drink less expensive. Also there will be a water- and coffee dispenser for free taking.

11. Contact person in case of questions, problems, praise 😊

Whatever is on your mind - you can contact the entire Maker Fair crew at all times, who will be anywhere on the premises. They can be recognised by a special Maker Faire T-shirt carrying the lettering "Crew" on the back. Otherwise, we are always available on the registration counter or by phone under +49-511/5352-839.

During the event, we shall also approach you for a little exhibitor's survey. Just so you are warned. Thank you in advance for your participation!

Appendix:

- Technical guidelines Station Berlin
- Floor plan
- Exhibitor list A-Z